Collin County Historic Asset Survey Project
Historic Asset Index Form - Instructions

OVERVIEW

 The information collected by these forms will be incorporated into the County's sophisticated, computerized Geographic Information System (GIS). This is a mapping system that connects written information (like that collected in these Data Forms) with computerized mapping. Combined, the maps and asset information will form an amazing tool to quickly find the location and information on a huge variety of historic sites. For instance, it will be relatively simple to find all potential historic sites that might be affected by a new road, lake or development. Plus, researchers will be able to search the data by a variety of criteria to narrow it down to only those sites that fit their needs. With this new data, current and historic development patterns can be studied. Perhaps most importantly, there will be a single site where detailed, accurate information on the historic assets can be found.

 With these advantages in mind, it is clear that two factors are critical to this effort:

 1) The number of historic assets identified will be so large, that getting the information into the GIS system will require a number of motivated, dedicated community volunteers.

 2) The assets must be sited accurately and the site numbering must be done carefully.

 The following instructions are intended to assist you in your efforts to preserve the history of Collin County. Thank you for your help. The success of this project depends on it.

MAP INFORMATION

 Site numbering is important because it allows all the historic inventory sites to be numbered individually and ties them to the historic information collected. The County has been divided into 287 small grid maps with each assigned its own number/letter combination like "18D". The numbers range from 1A to 20F. These maps show aerial photography as well as major roads and some other information. They are the basis for noting the location in the County of important historic sites.

 You have been given or will be given maps to mark the locations of the historic sites while you fill in the Data Forms. If the address of the site is sufficient, record that. If it is not, mark on the map the location of the historic site you are identifying with a small dot or an "x" or similar, and when submitted it will be assigned a number. When finished, these small paper maps will be retained by the Commission along with our original data. The maps are only used to assist the volunteer in specifying the location of the asset. Information submitted to the County will be put on the large computer maps that the county keeps. The ultimate goal is to have the information available to the public.

Data Entry – Completion of forms.

 You will be given a form titled "Data Entry Template." This is a word-processing text file that allows you to easily fill in the blanks.

 1) Open the blank/template form in your word processor. Before filling it in, save the file using the name of the site you are entering, plus the word "site". This allows you to keep the original template for use on other new sites. Example: "Abston Cemetery site.doc" (This allows us to distinguish a site form from a narrative history .doc form.)

 2) Begin by placing the cursor in the appropriate location on the line. Simply begin typing and the space will expand to accommodate your entry. When a space is completed hit the >TAB key and the cursor will automatically move to the next entry.

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3) Enter the data for each field then hit TAB and the cursor will move to the next blank. The following will assist you in completing each entry area on the form.

S i t e   N a m e :

Name: Place the historic or original name here, if it is known. 'Ibis could be the name of the original owner, as in "Watson House", or "The Garner Farm", or, for commercial buildings, the builder or company that used it originally, such as "Hick's Building" or "Celina Farm Supply"

Common Name: This is the space for the name by which the site is most commonly called today. Also, if a site is still primarily known by its historic name, but there is a significant common or modern name, enter is here.

Example 1

> *A school that was known as Thomas Jefferson High School when it was constructed, but eventually converted to county offices would have "Thomas Jefferson High School" as the Name and "County Office Building" placed in the Common Name Space.*

Example 2

> *A house was built by a prominent family named Webster but later converted to offices, which are currently Baker Insurance. You would put "The Webster House" in the Name space and "Baker Insurance" in the Modern Name space*

Example 3

> *A house was built by a prominent family named Webster, but was later purchased and occupied by another prominent family named Halstead. This is a common issue in historic houses and is typically designated as "The Webster Halstead House ". This combined name would be entered in the Name space because it refers to the historic owners. The Common Name space would be left blank. The second prominent family can also be the current owner or residents, but the name would still be listed in the Name space.*

Web link. - If the site has its own website or if any websites are known to provide significant information on the asset, provide the web address here. There is only room for one, so if additional web sites need to be listed, please place them in **General Description**

LOCATION

These spaces contain the written information that helps researchers locate the building and helps managers of the database eliminate any duplication. You are not expected to fill in all fields, only those with which you are confident that you have the right information. Some locations can and will be added by the County's GIS system, but to do this accurately requires that the site be located correctly on the map.

Street Address: If known, put the street and number here, such as 506 Monte Vista, If not known, leave blank. If you are not sure, add a question mark or somehow note that you would like the information checked or verified. If a question exits, we will try to confirm it with the map system.

City: City or Town name if it is in one. If not, leave blank

Zip code: If known. If not, leave this blank

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   State: All sites are in Texas, Collin County.
Location (GPS or UTM): Leave blank, unless known. This is a geographic location system number and will be filled in later by others. It is not necessary to fill this field in.
Longitude and Latitude: Leave blank unless known. This will be filled in later by others. It is not necessary to fill this field in.

DATE OF ASSET – Current or Historic date.

   Fill in the date of significance of the historic site. This is usually the date of origin, such as when a house was constructed, when land was conveyed through land grant or purchase. For natural features and archaeological sites whose dates are prehistoric or not man-made, leave the date blank?

CLASSIFICATION/CATEGORY/TYPE/SUB TYPE

   These fields are used for sorting of the data during research. They are hierarchical, meaning each field is a subset of the one above it. The idea is that someone doing research can select any or all of the fields to help narrow a search for particular types of historic sites. The following examples illustrate how researchers might use these fields.
   Example 1 A researcher could use all these fields to sort by selecting Private/Building/Domestic/ Hotel and get a list and locations of all privately owned historic hotels indentified within the County.
   Example 2 Another researcher could only select the "hospital" field and get a list of all historic hospitals identified within the County.
   Example 3 A researcher could select Public/Structure and get all the publicly-owned structures in the county, such as courthouses, bridges and water towers.

   Classification. This field defines the original ownership, not the current ownership of the asset. Select from:

- Private
- Public-Local
- Public-State
- Public-Federal

   Category: This field provides a basic description of what the asset is. Select from:

- Building
- District (A collection of related historic assets, such as an historic downtown)
- Structure (Man-made, but not for habitation, like a bridge or a water tower)
- Site (Archaeological, open space, farmstead, etc.)
- Object (An individual asset such as a statue, a fountain or historic landscape feature)

   Type: Select from:

- Domestic
- Commercial/Trade
- Social
- Government
- Education
- Religion
- Funerary
- Recreation and Culture

- Agriculture/Subsistence
- Industry/Processing
- Health Care
- Defense
- Landscape
- Transportation
- Historic Event

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Sub-Type: Select from**:**

> For each of the asset types there is a corresponding selection of sub-types to be selected. These are related and not all sub-types can be matched up with all types.
>
> *Example 1:* *In entering the data for a house, select "Domestic" as the type, then go to sub-types and select "Single Dwelling".*
>
> *Example 2:* *In entering the information on a Cotton Gin, select "Agriculture/ Subsistence" as the type, then go to sub-types and select "Processing".*

> Due to the number of options in each category, you will find a list of types and a corresponding list of sub-types at the end of these instructions you can refer to. In the list, the categories are shown in BOLD. Their corresponding sub-types to be selected are indented below. If you cannot decide use your best judgment and place a question mark by your selection. (These categories and types are consistent with National Registry of Historic Places criteria.)

Status - Optional

These fields define important historic attributes to the asset. Place a check mark or an "X' or list as they apply.

Vanished/Existing - Simply note whether the asset still exists.

National Historic Landmark (NHL) Not to be confused with the National Register. This is the highest historic designation available and signifies significance on a national level. It is bestowed on very few historic assets and includes the Alamo and Dallas' Fair Park.

National Register Listed (NR-Listed) For assets that have already been listed on the National Register of Historic Places.

National Register Eligible (NR-Eligible) For assets that have been determined eligible for listing on the National Register, but which have not yet actually been listed.

Registered Texas Historic Landmark (RTHL) This is the standard state landmark designation, signified by the round black and silver plaque with the State of Texas in the Center, typical across the state.

State Archaeological Landmark (SAL) A less common state designation for state and county owned sites. It can be in addition to RTHL listing.

Local Landmark Designation – Only if there is a local program.

GENERAL DESCRIPTION: This should be a relatively short, general description of the asset. You may attach a separate page with additional information, if required.

> *Example 1 A 240 acre farmstead that originated from an 1845 Republic of Texas Land-grant to William. B. Stafford. It remains a farm today, although only 110 acres of the original grant are still with the farm. There is an existing a 1920 farm house and various agricultural buildings dating in the first 30 years of the Twentieth Century*
>
> *Example 2 An historic downtown and surrounding neighborhoods with multiple historic assets, including commercial buildings, a small town square with a fountain, and historic residence immediately adjacent that make up most of the remaining historic town core area.*

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Example 3 *A two-story farm house that was relocated to this site around 1935. It retains many original materials and has original details still visible, including ornate wooden trim at the front porch.*

BIBLIOGRAPHY: List the location of additional information on the asset, such as private collections, the names of books or other publications. Multiple locations are acceptable; attach a separate sheet if needed. Fictional examples follow:

Example 1 *Photographs, newspaper clippings and personal letters in the possession of Mrs. Francis Miller, 324 Oak Street, McKinney, Texas*

Example 2 *"Fire on the Prairie: A History of the Community of Princeton, Collin County, Texas " by Robert Wade, 1978. In the City of McKinney Library*

Example 3 *Plano Downtown Historic District National Register Nomination, prepared by Hardy, Heck, Moore., 1985.*

Index No. and Site No. :

Index Number. Insert the grid number of the map on which the site is located. This should be a number and a single letter combination, like 18D. The number is in the upper right hand corner of the paper map you are using. The Site number will be assigned after review. Each site will be given a number for indexing and tracking.

VOLUNTEER INFORMATION: So that we can follow up with you should there be any questions. Please provide your name and contact information, phone number and/or email, in the spaces provided.

SITE NUMBER: Please fill this in again on all pages in the spaces provided. This is just in case the first and second sheets get separated and we need to match them up again.

INFORMATION: We have arranged with the county to include more descriptive information on historic sites as needed. If you have located a site that has more information you can type up a narrative presentation as detailed as needed. Be sure to include a bibliography of relevant sources of information. Put these presentations in a Word .doc file and forward to us for inclusion.

Following is a list of types and a corresponding list of sub-types. In the list, the categories are shown in BOLD. Their corresponding sub-types to be selected are indented below. (These categories and types are consistent with NRHP criteria.)

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Domestic (or residential)
- Single dwelling
- Multi-family (including duplex)
- Secondary structure
- Hotel
- Institutional housing
- Camp
- Village Site

Commerce or trade
- Business
- Professional
- Financial institution
- Specialty store
- Department store
- Restaurant
- Warehouse
- Trade (Archeology)

Social
- Meeting Hall
- Club House
- Civic

Government
- Capitol
- City Hall
- Correctional Facility
- Fire Station
- Government office
- Diplomatic building
- Custom House
- Post office
- Public works
- Courthouse

Education
- School
- College
- Library
- Research facility
- Education-related

Religion
- Religious facility
- Ceremonial site
- Church School
- Church-related residence

Funerary
- Cemetery
- Graves/burials
- Mortuary

Recreation and Culture
- Theater
- Auditorium
- Museum
- Music facility
- Sports facility

- Outdoor recreation
- Fair
- Monument/marker
- Work of Art

Agriculture / Subsistence
- Processing
- Storage
- Agricultural field
- Animal facility
- Fishing facility or site
- Horticultural facility
- Agricultural outbuilding
- Irrigation facility

Industry / Processing
- Manufacturing facility
- Extractive facility
- Waterworks
- Energy facility
- Communications facility
- Processing site
- Industrial storage

Health Care
- Hospital
- Clinic
- Sanitarium
- Medical business / office
- Resort

Defense
- Arms Storage
- Fortification
- Military facility
- Battle site
- Coast Guard facility
- Naval facility
- Air Force facility

Landscape
- Parking lot
- Park
- Plaza
- Garden
- Forest
- Unoccupied Land
- Underwater
- Natural feature
- Street furniture / object

Transportation
- Rail-related
- Air-related
- Water-related
- Road-related
- Pedestrian-related

Other
- (Fill in by data Collector)